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PRINCETON TOURS PLANNED

"Diversity" is a theme of MARAC's Spring '86 meeting in Princeton, New Jersey, May 15-17. The term also describes the selection of tours planned for the meeting. The Local Arrangements Committee has planned events that will afford registrants a special opportunity to see Princeton: the university and the town.

Concurrent tours, all at no charge, will commence on Thursday afternoon, May 15. At 1:15 pm -- and repeating at 2:15 and 3:15 -- a series of Princeton University Library tours will be presented. At Seeley G. Mudd Library, corner of William and Olden Streets, there will be two events:

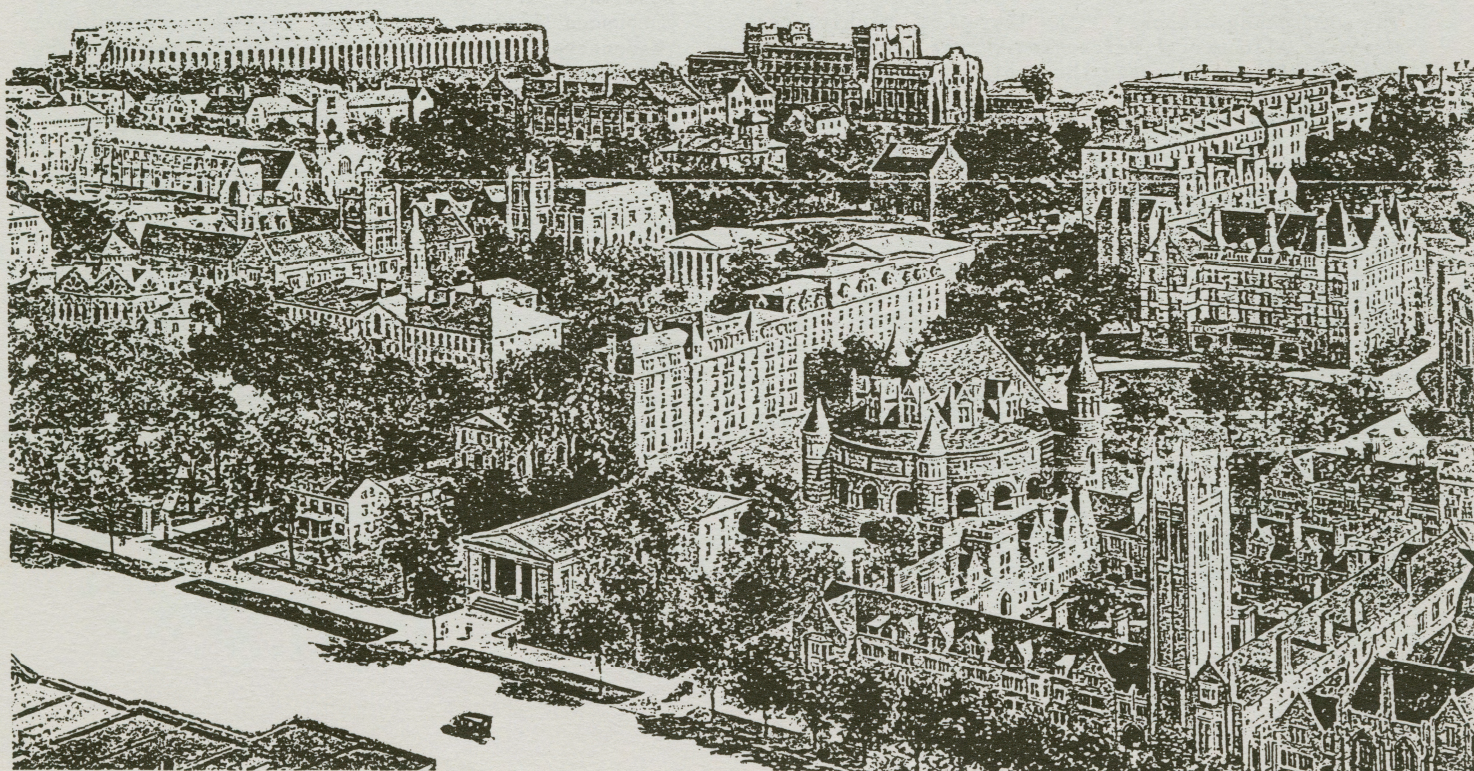
University Archives Tour - Led by University Archivist Earle Coleman, the tour will include a brief description of the history and activities of the Archives and a view of the public areas of the Mudd Manuscripts Library.

Statecraft Papers Tour - Nancy Bressler, Curator of Public Affairs Papers, will discuss some contemporary historical manuscript collections, such as the papers of Bernard Baruch, John Marshall Harlan, and Adlai Stevenson, from the perspective of a librarian responsible for making them available to scholars. Collections processing and reference services will be briefly described, and samples of the holdings and some guides to the papers will be displayed.

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At Firestone Library, corner of Nassau Street and

continued on page three ...



NEWS NOTES

The Program Committee for the Spring 1987 MARAC meeting in Baltimore seeks volunteers and welcomes suggestions for sessions. Please contact Gerry Watkins, Head of Special Collections, University of Baltimore Library, 1420 Maryland Avenue, Baltimore, MD 21201; telephone (301) 625-3135.

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NEW ENGLAND ARCHIVES WEEK

New England Archives Week is April 21-27, 1986. Join archivists, librarians and records curators throughout New England in a celebration aimed at sharing collections with the public and educating users and non-users alike in the important contributions archives make toward preserving our heritage. The week culminates in the spring meeting of New England Archivists in Durham, New Hampshire, April 26-27. For further information, please contact Edouard Desrochers, Phillips Exeter Academy Library, Exeter, NH 03833.

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LEVY REPORT ANALYSIS AVAILABLE

Since its formation in 1983, the SAA Task Force on Archives and Society has been concerned with programs that will expand appreciation and understanding of archives and archivists. As part of that effort, SAA commissioned Social Research, Inc., to study and report on one key constituency of archives -- the resource allocators who control archival budgets.

The resulting report, "The Image of Archivists: Resource Allocators' Perceptions," was completed in early 1985 and has been the topic of discussion in the archival profession ever since. Often referred to as "The Levy Report" after its chief author, Sidney J. Levy, the report has helped clarify the issues archivists face in dealing with those who control their funding.

In order to highlight the Levy Report's conclusions and to suggest ways in which it might be used, the Task Force has prepared a report, "Archivists' Resource Allocators: The Next Step." It is a careful summary of the Levy Report's major conclusions, with analysis and suggestions for action. It is available from James E. Fogerty, Chair, SAA Committee on Regional Archival Activity, 1500

Mississippi Street, St. Paul, MN 55101. The Levy Report is also available for \$5 from the SAA office.

The Task Force will continue to use the Levy Report as an important resource as it proceeds with its work. The report has many applications, however, and will be best used if many organizations and individuals apply its findings. It is to this end that the Task Force has prepared the report.

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NEH CREATES PRESERVATION OFFICE

Many source documents for the study of our cultural and intellectual heritage are in imminent danger of destruction because of the disintegration of paper or the instability of other media. To ensure that the information contained in the most significant of these documents will be available for the continuing work of scholarship in the humanities, the NEH has created an Office of Preservation.

Grants made through this office focus on saving informational content, improving research collection maintenance, developing preventive care practices, and training professional personnel. The program emphasizes the preservation of printed materials, archives, and manuscript collections. Priority will be accorded to documents in an advanced stage of deterioration, principally materials produced between 1870 and 1920.

Staff in the Office of Preservation welcome preliminary inquiries from potential applicants and will comment on draft proposals before formal submission. Early contact with staff is strongly recommended. Deadlines are June 1 and December 1; awards are announced the following December or June, respectively. For more information, contact the Office of Preservation, Room 802, National Endowment for the Humanities, 1100 Pennsylvania Avenue, NW, Washington, DC 20506; telephone (202) 786-0570.

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SURVEY ON CONGRESSIONAL CASE FILES

Margery Sly is conducting a survey on the retention, accessioning, processing, confidentiality, and research use of the case files of Senators and Representatives. If you deal with Congressional papers and would like to participate in this survey, please contact Margery N. Sly, R.M. Cooper Library, Clemson University, Clemson, SC 29634-3001.

PRINCETON TOURS

... continued from front page

Washington Road, three tours will run concurrently on the same schedule:

Manuscripts Division Tour - Jean F. Preston, Curator of Manuscripts, will lead a tour of the manuscripts area on the main floor of the Department of Rare Books and Special Collections -- visiting the exhibition area, the reading room, the Scheide Library, and the Taylor Collection -- and ending with a display of representative manuscripts from various literary and historical collections.

Rare Books and Manuscripts Conservation Tour - Conservator Karl Buchberg will conduct a tour of the conservation workshop of the Rare Books and Special Collections Department, showing various examples of manuscript items which have been treated in the workshop. Housing, storage, and treatments relating to manuscripts will be discussed.

LITMSS: On-line Manuscript Data Base Tour - John Delaney, Manuscripts Cataloguer, will demonstrate the new on-line SPIRES data base developed by the Manuscripts Division. Currently, the data base contains 48,000 records that have been indexed in 270 manuscript collections.

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Walking Tours of Princeton University Campus will be conducted at 1:30 and 3:30 pm by the Orange Key Guide Service. Visiting landmarks such as Nassau Hall, the tours will focus on the history of New Jersey's oldest university. Tours will depart from Maclean House, opposite Palmer Square.

Off campus, Jeffrey Macechak, Princeton History Project, will conduct a Walking Tour of the "Town Side" of Nassau Street, starting at Bainbridge House, 158 Nassau Street, the headquarters of the Historical Society of Princeton. The tour will be given on Thursday from 2-4 pm, and repeated on Saturday, May 17, from 2:30-4:30 pm.

The town tour will highlight some of Princeton's interesting commercial architecture. Emphasis will be on the town's changing scene, the urban renewal project at Palmer Square started during the Great Depression, and the current effort to complete the project. The tour will end at Palmer Square in the Nassau Inn's tap room, which features a mural by Norman Rockwell done in the 1930's.

General Mercer was killed at the Battle of Princeton

Tour participants will be encouraged to use the convenient regular shuttle transport service between Princeton town and the meeting headquarters, Princeton Ramada Inn. The shuttle will be operated by Local Arrangements with the assistance of New Jersey Transit Corporation and the meeting's co-sponsor, the New Jersey Department of State.

MARAC members planning to attend the Princeton meeting should pre-register as soon as possible. Increased attendance at recent MARAC meetings and the convenient location of the Princeton meeting suggest that all 150 available rooms at the Princeton Ramada Inn will be booked in advance. Rooms will be assigned on a first-come, first-served basis to pre-registrants. The deadline for pre-registration is April 18. Walk-up registrants will be responsible for obtaining their own lodgings.

For meeting registration information, contact Elsalyn P. Drucker, Ann May School of Nursing Library/Media Center, Jersey Shore Medical Center, 1945 Corlies Avenue, Neptune, NJ 07753; telephone (201) 776-4195. Hotel registration information is available from Barbara Schilter, Sales Manager, Princeton Ramada Inn, US Route 1 and Ridge Road, Princeton, NJ 08540; telephone (609) 452-2400.

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MARAC STEERING COMMITTEE *
BALTIMORE, MARYLAND
22 JANUARY 1986

Robert Morris called the meeting to order.

Secretary's Report: Bro. Denis Sennett reported on membership which totalled 832 on January 22, 1986. The 1986 Directory will list only members who have paid dues for the year October 1985 through September 1986. An addendum will be added to include members and institutions whose dues were received after the Directory went to the printer. State caucus membership includes: District of Columbia, 186; Delaware, 11; Maryland, 73; New Jersey, 51; New York, 205; Pennsylvania, 165; Virginia, 84; and West Virginia, 11.

Treasurer's Report: Bob Sink distributed the second quarter 1985/86 report. He then presented a proposal that workshop monies be placed into the general fund. The workshop made a profit of \$628 at the last meeting. The Steering Committee approved the motion. Bob then moved that the MARAC contribution to the National Coordinating Committee for the Promotion of History be increased from \$150 to \$200. The motion was passed.

Future Meetings: Reports were given by the local arrangements and program committees of the Princeton, Charlottesville, and Baltimore meetings.

Steering Committee Business: The motion was made and passed that anyone having business to be discussed at the Steering Committee meeting, present it to the Chairman one month before the meeting and include enough copies of the proposal and supplementary information for distribution at the meeting.

Steering Committee Minutes: The motion was made and passed that at each Steering Committee meeting, the minutes of the previous meeting will be approved, corrected, or amended. * The minutes published in the newsletter following the meeting will be unofficial draft minutes.

Rules of Order: It was moved and passed that each Steering Committee meeting be held according to the rules of parliamentary procedure.

Policies and Procedures: Robert Morris asked that each committee and task force have policies and procedures in written form before the Spring meeting for discussion and approval.

Nominating Committee: Barbara Benson announced that the ballots will be mailed in the near future.

Society of American Archivists Meeting: The publications secretary will see that the MARAC table at the SAA annual meeting is staffed and includes literature, T-shirts, and publications. Robert Morris discussed the role of the liaison of MARAC with SAA and mentioned that an appointment will be forthcoming. Don Harrison was thanked for his contributions in this role up to the present.

Membership Directory: Greg Hunter and Denis Sennett reported on the progress of the Membership Directory. Discussion was held regarding what to print on the two blank pages. Publications will not be listed until the publications committee decides on future publications and reprints of existing ones. It was also agreed that only those memberships which were received by January 1, 1986 will be included in the Directory.

Selecting an Archivist: Leslie Kopp presented the Steering Committee with a copy of the press release for the brochure, "Selecting an Archivist."

D.C. Caucus Request: The D.C. Caucus requested \$100 to supplement their costs of printing and postage. After much discussion, it was decided to grant the D.C. Caucus their request, but it was also explained that in the future, if their budget exceeds the \$1 per person limit designated by MARAC, they will have to pursue other options to cover these expenses.

Newsletter: Leslie Kopp announced that she will retire from service as maa production editor at the end of 1986, in order to pursue other archival and publishing interests. The Steering Committee, acting on a motion by Greg Hunter, expressed its profound appreciation and thanks for all that Leslie has done in her capacity as production editor. Ron Becker and Leslie Kopp asked the Steering Committee for permission to explore new methods of production that will enable the maa to be published directly from word processing disks thereby reducing costs and time. The cost savings would be used to reimburse someone to input the newsletter articles into the word processor. The Steering Committee gave Ron and Leslie approval to investigate this and report back their findings at the next meeting.

Technical Leaflets: Greg Hunter made a proposal regarding the future reprinting of the Technical Leaflets. The Steering Committee suggested that this be presented to the publications committee for input.

Membership Committee: Robert Morris asked that the members of the Steering Committee and State Caucuses attend the "new members orientation" at each MARAC meeting. The membership committee was asked to prepare a descriptive fact sheet to be presented at these sessions.

Publications Committee: Don Harrison presented several suggestions for discussion relating to publications of MARAC. These included the reprinting of material, a collection of archival articles, a commemorative issue, and a proposed policy statement of the publications committee. The Steering Committee recommended that all of the information discussed be sent back to the publications committee for incorporation into an updated version of the policy statement. Corrections were also made in the membership list of the committee.

Proxy Vote: Barbara Vandergrift and Michele Pacifico moved that State Caucus representatives be allowed a proxy vote in the absense of the elected representatives. After discussion, the motion was defeated.

Next Meeting: May 15, 1986 at the Ramada Inn, Princeton, NJ, time to be announced by the Chairman.

Respectfully submitted,
Bro. Denis Sennett, S.A., Secretary

SECOND QUARTER 1985/86 REPORT

TOTAL CASH ON HAND, September 1, 1985

\$ 8,577.96

CASH ON HAND, checking account, September 1, 1985

\$ 5,820.48

	Second Quarter 9/1/85-11/30/85	Year To Date 6/1/85-11/30/85	% of Budget
<u>Income</u>			
Membership dues	\$ 5,078.00	\$ 5,243.00	73%
Publication sales	159.00	159.00	32%
maa advertising		45.00	6%
Bank interest	53.44	72.97	66%
Donation	10.00	10.00	--
Spring '85 Conference	60.70	5,403.91	540%
	<u>\$ 5,361.14</u>	<u>\$ 10,933.88</u>	<u>103%</u>
<u>Expenses</u>			
Secretary	\$ 47.40	\$ 47.40	47%
Steering Committee	313.33	313.33	30%
Newsletter	2,914.28	2,914.28	67%
Technical Leaflet	355.50	355.50	178%
State caucuses	229.27	239.27	30%
Membership renewal	513.78	513.78	103%
Mailing list maintenance	20.79	20.79	10%
Bank charges	20.00	20.00	40%
Mission & Structure Task Force		353.62	--
Fall '85 Program Committee		71.50	--
Fall '85 Local Arrangements Committee		315.47	--
Spring '86 Local Arrangements Committee		500.00	--
Transfer to money fund account		5,000.00	--
"Selecting an Archivist" brochure		375.00	--
	<u>\$ 9,789.35</u>	<u>\$ 11,039.94</u>	<u>126%</u>

CASH ON HAND, checking account, November 30, 1985

\$ 1,392.27

CASH ON HAND, money fund account, September 1, 1985

\$ 2,757.48

Income

Interest	\$ 52.24	\$ 101.30	30%
Transfer from checking account	5,000.00	5,000.00	--
	<u>\$ 5,052.24</u>	<u>\$ 5,101.30</u>	

CASH ON HAND, money fund account, November 30, 1985

\$ 7,809.72

TOTAL CASH ON HAND, November 30, 1985

\$ 9,201.99

Respectfully submitted,
Robert Sink, Treasurer

ARCHIVISTS' CALENDAR

The Northeast Document Conservation Center will present a two-day workshop entitled, "Preservation Options for Non-Rare and Rare Materials in Library Collections." The workshop will take place on May 1 and 2, 1986 at the Connecticut Historical Society.

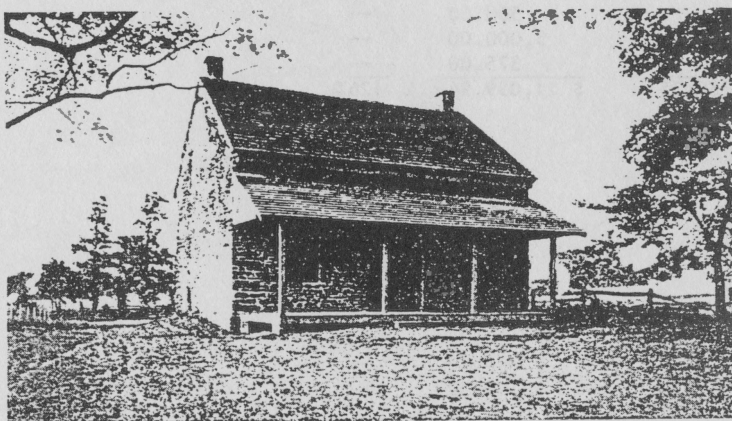
The program is aimed at professionals in libraries or other institutions with responsibility for overseeing contracts with commercial binderies and other collection care activities. The agenda for the workshop will focus on commercial library binding for general library collections, as well as other preservation options for non-rare and rare books in a library's collection. A hands-on session will train participants to make binding decisions and write specifications. Also included are sessions on evaluating the work of a library binder, writing a contract for services of a commercial bindery, planning and priority setting for preservation programs, and microfilming as a preservation tool.

For further information, please contact Ursula Korzenik, Connecticut Historical Society, One Elizabeth Street, Hartford, CT 06105; telephone (203) 236-5621.

* *

"Fine & Lively: The Arts in Special Collections" will be the theme of the annual preconference of the Rare Book and Manuscript Section of the Association of College and Research Libraries, to take place in New York City, June 24-27, 1986. Further information is available from the American Library Association, 50 East Huron Street, Chicago, IL 60611.

* *



Friends' Meeting House, on Battlefield of Princeton.
Built 1726. Rebuilt 1760.

The annual meeting of the Lake Ontario Archives Conference will be held at the Queen's University Archives in Kingston, Ontario on June 20-21, 1986. The theme of this year's conference is Common Problems, Common Solutions, with speakers and session leaders representing a variety of institutions in both New York and Ontario.

A variety of sessions is planned to interest archivists, manuscript and special collections librarians and records managers. Some of these include Native American archives; the archives of inland waterways, specifically New York's canals and the Rideau Canal; certification of archivists; automation, particularly MARC format and international cooperation; the administration and preservation of printed materials in archives; and finding aids and research in military records.

In addition, a half-day basic workshop in arrangement and description will be held, as well as shorter workshops about court records, computer software in archives, and confidentiality of records. A finding aids fair is scheduled, as well as exhibits by archival materials suppliers.

Persons interested in attending should contact Richard Strassburg at the Labor-Management Documentation Center, 144 Ives Hall, Cornell University, Ithaca, NY 14851-0952.

* *

In June and July, 1986, the Columbia University School of Library Service will offer various five-day courses on topics concerning rare books and special collections. Courses include such subjects as scholarly editing, the design and production of exhibit and collection catalogs, introduction to photography curatorship, strategies for special collections, and developing preservation programs in special collections departments. For further information and an application form, contact Rare Book School, School of Library Service, Columbia University, New York, NY 10027; telephone (212) 280-2292.

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The Rochester Institute of Technology Technical & Education Center of the Graphic Arts announces a seminar, "Preservation of Black-and-White Photographs" to be held August 17-22, 1986. Through combined lectures and workshops, participants will learn how to identify and properly store 19th and 20th century photographs; how to provide temporary protection to damaged photographs; how to rebind damaged Daguerrotypes; and perform some mounting and matting techniques. The seminar tuition is \$ 425. An additional \$ 100 tuition is necessary for the three-session post-seminar workshop to cover the cost of materials and processing services. Application forms and additional information are available from RIT/T+E Seminar Center, One Lomb Memorial Drive, P.O. Box 9887, Rochester, NY 14623-0887.

STATE AND LOCAL NEWS

DELAWARE

The State of Delaware received an award from the Association of Records Managers and Administrators (ARMA) for its lead in enacting legislation to eliminate the use of legal size paper, file folders, and equipment in state government.

* *

MARYLAND

The Worcester County Library, Snow Hill, has received a grant from the NHPRC for the arrangement and description of the William D. Pitts surveyors collection, containing land records of this Eastern Shore county from 1748 through 1980.

* *

NEW YORK

Governor Mario M. Cuomo has issued an Executive Order establishing a State Records Management Council. The order requires the Council to advise the Governor on programs needed to improve the overall management of records in State agencies, reduce unnecessary paperwork, and "aid in the identification, preservation, and accessibility of the State's historical records."

* *

New York City Clerk David Dinkins announced that he has transferred custody of a large quantity of ancient municipal records, known as the "New Amsterdam Papers," to the Municipal Archives. The Archives is a division of the Department of Records and Information Services.

This transfer was the culmination of an extensive inventory and review of the documents. The manuscripts describe government affairs and everyday life in New York City between 1647 and 1834. Before records are made available to researchers, they will be conserved and then microfilmed.

* *

The LaGuardia Archives of LaGuardia Community College, The City University of New York has recently completed the processing of the records of the Honorable Fiorello H. LaGuardia (1882-1947), Mayor of the City of New York from 1933-1945. The collection includes family papers, the records of the LaGuardia Memorial Association, records of close friends and associates, a large oral history collection relating to the history of the era in New York City, an extensive photograph collection, and numerous materials in other media.

The LaGuardia Archives has also recently accessioned the records of the New York City Housing Authority for the years 1934-1974. Records of the largest municipal housing authority in the country include minutes, reports, statistical tenant data, project files, clippings and photographs.

Both collections are open to researchers. For further information, contact Richard K. Lieberman, Director, LaGuardia Archives, LaGuardia Community College/CUNY, 31-10 Thomson Avenue, Long Island City, NY 11101; telephone (718) 626-5078.

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PENNSYLVANIA

The Bucks County Records Management Committee, in an October 1985 meeting, recommended to the County Commissioners that a Records Center/Archives facility be constructed on the grounds of the old prison, with funding for this project included in the county's five year capital program. Information on the county's plans can be obtained from Mr. H. Paul Kester, Esq., Bucks County Court Administrator and Chairman, Bucks County Records Management Committee, Court House, Doylestown, PA 18901.

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VIRGINIA

The College of William and Mary has bought nine letters unknown to scholars in which Chief Justice John Marshall muses to a friend about legal questions and the living arrangements of his colleagues.

The letters were written to Marshall's friend and fellow Supreme Court Justice Bushrod Washington. Marshall and Washington are alumni of the college.

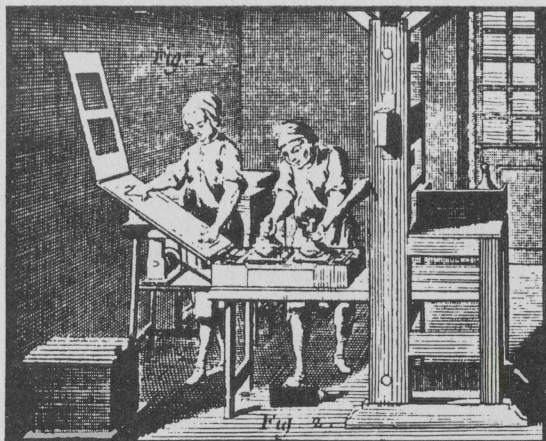
For a time, the letters were at Mt. Vernon, which Washington inherited from his uncle, George Washington. They passed into the family of Sir Alfred Ewing, an Englishman who married into the Washington family in the late 19th century, where they remained until the sale.

The letters will be kept at the college, which, along with the Library of Congress, is the largest repository of Marshall's personal correspondence.

* *

The Virginia Association of Government Archivists and Records Administrators (VAGARA) held its organizational meeting in Williamsburg on 16 and 17 October, 1985. The officers met in Fredericksburg on 4 December and made plans for next year's meeting. They adopted a logo and agreed to publish a quarterly newsletter entitled Network.

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PRESERVATION NEWS

TECHNOLOGY MAY BURY THE 20TH CENTURY, ARCHIVIST WARNS

David J. Murrah, director of the Southwest Collection at Texas Tech University warned in a recent interview that the rapid obsolescence of today's information hardware and software has created "a nightmare for all of us charged with sorting information." Archives, in order to have access to their materials, are becoming museums for obsolete equipment, which must be kept up in order to maintain access. Records on tape and other media, he notes, have no better means of survival than transfer to the technology they were supposed to replace: print on paper. The records of the information age itself, "the most chronicled period in history, may wind up buried in technological caves as inaccessible to future generations at the Dead Sea Scrolls were for centuries." (From Library Hotline, Dec. 9, 1985, p. 41.)

* *

Representatives of thirteen non-profit cooperative preservation programs met in Andover, MA on October 24-25, 1985, to discuss the role of regional programs in an emerging national preservation strategy. The invitational conference was hosted by the Northeast Document Conservation Center (NEDCC) and funded by the NEH. The purposes were to promote communication among the centers, plan for the sharing of resources, identify common needs, and articulate positions on national preservation issues. As a result of their discussions the participants agreed that cooperation and coordination among the centers should include: (1) joint development or sponsorship of workshops and other training programs, (2) sharing of publications and teaching materials on a more systematic basis, (3) creation of a formal mechanism for sharing information about

the participants' activities, and (4) utilization of a centralized data base, to be developed by the Library of Congress. Participants identified a number of areas that need to be addressed including support and funding of field services and the training of preservation administrators to staff such programs and positions in libraries and archives.

Participants pooled information about their programs through a questionnaire distributed in advance of the conference. The data collected indicates that their programs reach an audience of more than 7,900 institutions and professional librarians, archivists and curators. They have a combined budget of more than \$3.3 million and they employ 96.5 staff. And that's only 13 centers -- think about it! The participants agreed to continue their communication on a regular basis and to meet again in December 1986.

* *

The National Archives and Records Administration presented a one-day Preservation Conference at the National Archives on December 10, 1985. The purpose of the conference was to address topics of concern to archivists. This first conference covered indoor air-pollution control, film as a preservation medium, and the evaluation of conservation treatment proposals. Alan Calmes, NARA Preservation Officer, concluded the conference with a presentation on research and development, describing its importance and how the National Archives is utilizing the results of research already completed. Calmes reports that there were 220 registrants for the conference; over 150 were not from NARA and travelled from all over the United States and Canada to attend. The conference was a great success and the second conference will be held December 10, 1986 at the National Archives. The conference was videotaped; we should encourage NARA to edit the tapes and make them available to the archival community at large.

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The Preservation of Library Materials Section of the American Library Association is involved in several projects of considerable interest to archivists. The Physical Quality of Library Materials Committee has completed a publication, Guidelines for the Preparation of Archival Copies of Theses and Dissertations, which will be published and distributed by ALA. The committee is also preparing a Bibliography of Commercial Standards that apply to library and archival materials. Connie Brooks, New York State Library, is compiling the bibliography and those wishing to look over the draft should contact her. The committee is also preparing guidelines for the photocopying of preservation replacement copies and for the storage and handling of non-print materials. The Education Committee, working with the Library of Congress, has completed a successful series of programs on the various aspects of preservation administration, which culminated in a week-long, hands-on seminar at Stanford last August. Video-

tapes from the seminar with instruction packets are to be available this year. It is hoped that regional organizations will purchase this material and use it for training purposes.

ALA will hold its next convention in New York City June 27-July 3. The Preservation Section's programs and meetings will be held the 28th and 29th. Archivists in the metropolitan area are urged to attend and to participate in the discussions of the committee. For more information contact ALA, 50 East Huron Street, Chicago, IL 60611.

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PRESERVATION/CONSERVATION EDUCATION

Three summer programs taught by experienced preservation specialists will be given this year and archivists who can manage time off for professional development are urged to consider participating in one of them.

Simmons College Graduate School of Library and Information Science will once again offer "Conservation Management for Libraries and Archives." It is taught by Josephine Fang in cooperation with the staff members of the Northeast Document Conservation Center. It will provide participants with the fundamentals of preventive conservation for libraries and archives. For further information, contact the Director of Admissions, Graduate School of Library and Information Science, Simmons College, 300 The Fenway, Boston, MA 02115.

The Rare Books School at Columbia University's School of Library Service offers a number of courses of interest to archivists. Jan Merrill-Oldham, Preservation Officer at the University of Connecticut, will offer a course, "Developing Preservation Programs in Special Collections Departments," afternoons the week of July 7-11. The course will deal with planning and implementing a preservation program for rare books and special collections. Readers should take advantage of the Rare Book School with its faculty of internationally known experts. Contact the Rare Book School, School of Library Service, Columbia University, New York, NY 10027.

Finally, for those wishing a working holiday away from the northeast, the Graduate School of Library Service, University of Alabama, will offer a course with a internship, "Conservation and Collection Management," July 15-August 8, taught by John Dean of Cornell. The University also has a summer Institute for the Book Arts which this year offers courses on Japanese Book Crafts and Leather and Millimeter Binding. Contact Dean James D. Ramer, Graduate School of Library Service, University of Alabama, Box 6242, University, AL 35486.

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PROFESSIONAL READING

Nancy Carlson Schrock has written an excellent brochure, Architectural Records Management, for the American Institute of Architects. It emphasizes the importance of architectural records and drawings and the need to preserve them. While its primary audience is architectural firms, it is a model of what the archival profession can do to tell the world at large what we do and why we do it. Copies are available at \$1 each from the American Institute of Architects Foundation, The Octagon, 1799 New York Avenue, NW, Washington, DC 20006.

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Conservation Administration News continues to print articles of considerable interest. Number 23 (October 1985) features the report, "Ionizing Radiation as an Experiment: A Case Study," by Nancy McCall, archivist for the Johns Hopkins University Medical School. The paper was originally presented at the 1984 SAA conference in Washington. The technique, used for the treatment of contaminated archival materials, offers great potential. The issue also contains an article on "The Care and Preservation of Sound Recordings," by cultural historian and musicologist Stacy Roth. The January issue, No. 24, contains a report, "Preservation Needs In State Archives," by Howard Lowell, describing the study which he undertook for the National Association of Government Archives and Records Administrators (NAGARA).

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National Preservation News, Number 3 (January 1986), also reports on the NAGARA study by Lowell. The issue reports on the activities of LC's Preservation Research and Testing Office, and on their optical disk project. The newsletter is required reading for archivists and available for free, upon request, from the National Preservation Program Office, Library of Congress, Washington, DC 20504.

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Technology & Conservation, an important journal for archivists, is back again after a years' hiatus and no volume 8. Volume 9:1 (Spring 1985) contains several articles of interest. "A Safe Good Riddance...to Protect Holdings from Pest Attack," describes the protection plan and program at the Shelburne Museum and observes that "a well executed cleaning program is the key factor in protection." "Freeze Drying of Historic/Cultural Properties," by J. David Schmidt discusses freeze-drying as a method for preservation and describes its development as a tool for museum, library and archival collections. The article also describes the technique and discusses the factors to be considered

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when purchasing a system. "Conservation Technology: A Review of Past and Current Nomenclature of Materials" by T&C editor Susan E. Schur is a compilation to provide "information on changes that have occurred in the names of ... commonly referred to materials used in projects involved in," among other objects, books and manuscripts. The compilation gives the name prior to the 19th century, during C19, and the contemporary name, chemical formula and other relevant data. T&C is available free of charge to persons working in or managing programs involving preservation and conservation. A subscription is \$12 per year; Technology and Conservation, One Emerson Place, Boston, MA 02114.

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The January/March issue of Library Resources & Technical Services (30:1) has two articles dealing with the characteristics of microfilm and the issue of film type for preservation microfilming and for accessibility of information. See "Microform Film Stock: A Hobson's Choice. Are Librarians Getting the Worst of Both Worlds?" by Jerry Dupont, and "Microfilm Types: There Really is a Choice," by Suzanne Cates Dodson.

* *

Illinois Libraries, 67:8 (October 1985), the publication of the Illinois State Library, is devoted to "Conservation of Library Materials." It is the culmination of a 3-year project to bring conservation awareness to the state's libraries. Included in the issue is a "Rare Book Repair Manual," by Robert Milevski, which was developed by the Illinois Cooperative Conservation Program for the project. Included also are articles on flood recovery, and the care and conservation of photographs, maps and scrapbooks, as well as more general articles on preservation.

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Preservation was the feature topic of the December 1985 issue of American Libraries, the publication of the American Library Association. Conservator Bonnie Jo Cullison of the Newberry Library, Chicago, is profiled in the cover article. Jan Merrill-Oldham addresses the goals of preservation and programs in libraries in "Preservation Comes of Age: An Action Agenda for the '80s and Beyond." Becky Winkle, director of Ohio's cooperative preservation program, cites what libraries can do with no special funds in "Preservation on a Shoestring."

* *

Paper Preservation: Nature, Extent, and Recommendations, by Lynn Westbrook, University of Illinois Graduate School of Library & Information Science, Occasional Paper 171 (November 1985), 75p, describes the preservation problem in libraries and archives and discusses the impact of new technology on the solutions to many of our preservation problems. Westbrook has undertaken a thorough survey of the literature on the topic.

* *

The Southeastern Library Network (SOLINET) Preservation Program has published three in a continuing series of preservation leaflets. They include Environmental Specifications for the Storage of Library and Archival Materials, No. 1; Some Sources of Conservation/Preservation Supplies and Equipment, No. 2; and Preservation of Non-Print Materials in Working Collections: A Basic Bibliography, compiled by William Chickering, No. 3. They are available free of charge from SOLINET, Plaza Level, 400 Colony Square, 1201 Peachtree Street, N.E., Atlanta, GA 30361.

* *

Archivists who require the services of a commercial library binder are advised that the new Standard for Library Binding, edited by Jan Merrill-Oldham and Paul Parisi and published by the Library Binding Institute, 150 Allens Creek Road, Rochester, NY 14618 is now available for \$5 from LBI. This 8th edition was created through the combined efforts of library binders, suppliers, conservators, and librarians. It can serve as a framework upon which to build a comprehensive binding program. It is clearly written; terms are defined and procedures carefully explained.

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Eastman Kodak has published a new edition of Conservation of Photographs, which provides current technical information for the photographic conservator on the care, treatment and use of Kodak materials.

* *

Security Systems Administration, 14:12 (December 1985) includes its "Gold Book 1986," a listing of the major manufactures of security-related equipment and service companies supplying the security industry. Included are listings for alarm systems, fire equipment and lighting. The guide is arranged by product category. The publication is free for security administrators which includes preservation and archives administrators. Request from Security Systems Administration, P.O. Box 13240, Philadelphia, PA 19101.

PRESERVATION CALENDAR

May 9: Chicago, IL. "Management Strategy, Fund-raising, and Grant Writing for Conservation Programs," a day-long symposium sponsored by the Chicago Conservation Center. Representatives of various granting agencies will present guidelines and eligibility rules; principles of fundraising in the private sector as well as management strategies for museum conservation programs will be covered. Contact: Barry Bauman, Director, Chicago Conservation Center, 730 North Franklin, Chicago, IL 60610.

May 21-25: Chicago, IL. American Institute for Conservation Annual meeting, Hyatt Regency Hotel. The program for the Book and Paper Group is scheduled for Sunday. Contact: American Institute for Conservation, Klinge Mansion, 3545 Williamsburg Lane, NW, Washington, DC 20008.

May 26: Matteson, IL. "Using Freezers to Dry Books and Exterminate Insects and Spray Deacidifying Books and Flat Work," a workshop presented by Wei T'o Associates will offer hands-on experience in using freezers to dry water-wetted books and documents and to exterminate insects, and in using the Wei T'o self-pressurized solvent solutions to deacidify books and documents. Contact: Richard Smith, President, Wei T'o Associates, Inc., P.O. Drawer 40, 21750 Main Street, Unit 27, Matteson, IL 60443.

May 27-30: Washington, DC. "Integrated Pest Management for Museums," a workshop to acquaint participants with the primary factors involved in the control of insect and rodent pests which endanger museum collections. Accent will be placed on preventive measures. Sponsored by the Smithsonian Institution; fee \$75. Contact: Office of Museum Programs, Arts and Industries Building, Room 2235, Smithsonian Institution, Washington, DC 20568.

June 4-6: Philadelphia, PA. "Basic Archival Conservation," an introductory workshop sponsored by the Society of American Archivists, to be held at the Historical Society of Pennsylvania. Registration fee: \$90. Contact: Society of American Archivists, 600 South Federal, Suite 504, Chicago, IL 60605.

June 23-26: Rochester, NY. "The History of Photographic Science and Technology," an international symposium sponsored by the Society of Photographic Scientists and Engineers (SPSE) to be held at the George Eastman House. Contact: SPSE Headquarters, 7003 Kilworth Lane, Springfield, VA 22151.

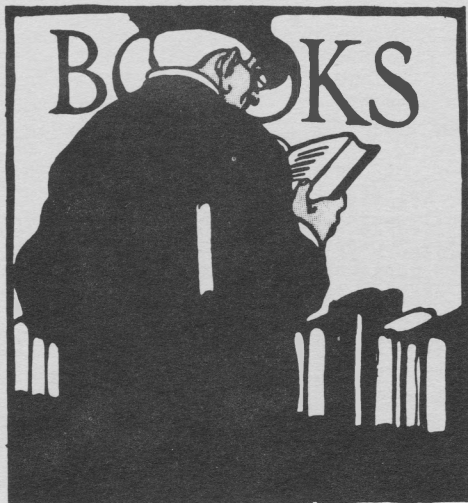
December 3-5: New York City. "Administration of Photographic Collections," a 3-day workshop for people currently working with non-print collections or documentary photographs. Enrollment is limited and qualified applicants will be admitted as their applications are received. The course is sponsored by the Society of American Archivists and will be held at the New York Public Library. Registration: \$75. Contact: Society of American Archivists, 600 South Federal, Suite 504, Chicago, IL 60605.

* *

MARAC members Susan Swartzburg and Marjorie Li arranging a tour of conservation facilities, libraries and archives in China for librarians and archivists, to take place in the spring of 1987 or 1988. The trip would provide an opportunity for preservation specialists from American institutions to visit with colleagues in Chinese institutions to discuss mutual problems faced in the preservation of our cultural heritage. Individuals who are interested in participating in the trip should contact Li or Swartzburg, 007 Alexander Library, Rutgers University, New Brunswick, NJ 08901. Suggestions for visits and special topics for discussion are welcome during the planning phase of the tour.

- Susan Garretson Swartzburg





REFERENCE SHELF

Allan D. Pratt's INDEXIT: A Microcomputer Indexing Program and Manual features a new indexing program for IBM Personal Computers and compatibles designed for publications not in machine readable form. It is well adapted for indexing books, manuscripts, reports, manuals, diaries, letters, and a variety of other materials. The program can handle up to 5,000 entries in a single index. Order from Graham Conley Press, Box 2968, New Haven, CT 06515; \$ 49.95 plus \$ 2 postage (ISBN 0-912087-01-3). For further information, telephone (203) 389-0183.

* *

The New York State Archives has issued three new publications:

Managing Local Government Records: A Manual for Local Government Officials in New York State is the first manual ever produced in New York to show local officials how to create a total records program, covering paperwork from initial creation to final disposition. Managing Local Government Records lays out basic records management concepts -- retention and disposition, surveying and analysis, inactive storage, microfilming -- and suggests practical ways of applying them.

Researching the History of Your School: Suggestions for Students and Teachers discusses how teachers and students can locate and use community resources to study local educational history. It begins with an introductory essay on the development of elementary and secondary education in New York, by David Ment of Teachers College, Columbia University. The main body of the booklet describes community resources --

printed sources, school records, personal manuscripts, business and organizational records, etc. -- and how to find and use these in teaching. Specific interdisciplinary classroom activities are also outlined. The booklet concludes with lists of printed sources on educational history in New York and on teaching techniques using historical records.

Issues and Images: New Yorkers During the Thirties is a teaching packet intended for junior and senior high history and social studies classes. The publication reproduces photographs, documents, diary entries, newspaper articles, and oral history accounts describing conditions in New York during the 1930's. These materials give students a first-hand look at the impact of the Great Depression on the lives of New Yorkers. The accompanying teachers' guide suggests how to help students analyze each of the documents and provides an historical essay and a bibliography for those interested in more extensive study of special topics.

Copies of all three publications are available from the New York State Archives, Cultural Education Center, Albany, NY 12230.

* *

The National Information Center for Local Government Records (NICLOG) announces the availability of a brochure designed to help records professionals present programs to local government officials. The professionally designed brochure entitled "Guardians of the Public Record" is available from NICLOG, American Association for State and Local History, 172 Second Avenue, North, Suite 102, Nashville, TN 37201.

* *

The American Association for State and Local History has started a new program of publishing Technical Reports. The reports are published at least six times a year by the Technical Information Service of the AASLH. Reports are on subjects such as collecting policies, audio-visual programs, environmental controls, and the interpretation of artifacts. For further information, contact AASLH, 172 Second Avenue, North, Suite 102, Nashville, TN 37201.

* *

The Fall 1985 issue of the Society of Florida Archivists Newsletter (vol. 3, no. 1-2) contains "An Automated Retrieval System for Congressional Papers" by Burton Altman (p. 6-7). The article details the use of dBASE II and III software to create finding aids for the Claude Pepper Collection at Florida State University. For further information, contact Society of Florida Archivists, Inc., Florida State Archives, R.A. Gray Building, Tallahassee, FL 32301-8020.

A Bibliography of American County Histories provides a state by state listing of 5,000 county histories. Compilers of the volume consulted the county history holdings of the Library of Congress, the New York Public Library, published state bibliographies and librarians in each state. Copies are available from the Genealogical Publishing Company, Inc., 1001 North Calvert Street, Baltimore, MD 21202. Cost of the book is \$ 26.20.

* *

The second issue of Manuscript Prices Annual will soon be available. It will contain a listing of the prices fetched by manuscripts, autographs, and documents at auction in the USA and Europe, together with the prices quoted for selected important and interesting items in the catalogs of leading dealers. Subject headings will be listed. An introduction will survey the world of manuscript collecting during the previous season, pointing out areas where prices have advanced significantly and other areas where bargains are still to be found. Manuscript Prices Annual is available for \$ 20 prepaid, \$ 25 with invoice, from John Mott, 143 Grapevine Road, Wenham, MA 01984.

* *

The University of Pennsylvania Museum has published Preserving Field Records: Archival Techniques for Archaeologists and Anthropologists. The book discusses formats of archaeological and anthropological records; preservation of paper records; film, video, and tape; machine readable records; and storage. A list of archival suppliers is included. The manual is available from Robert H. Dyson, Jr., University of Pennsylvania Museum, 33rd and Spruce Streets, Philadelphia, PA 19104; telephone (215) 898-4000.

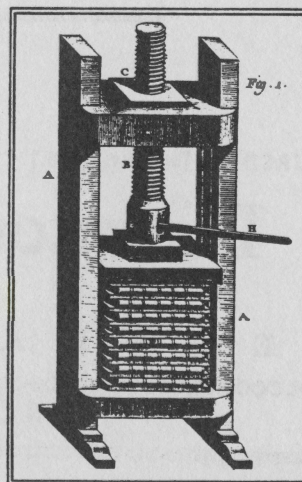
* *

The George C. Marshall Foundation announces publication of Manuscripts Collections of the George C. Marshall Library: A Guide. The guide provides an abstract for each of the 121 collections held by the library. Holdings include the papers of George C. Marshall, figures associated with General Marshall, post-war recovery and other related areas. The publication is available at no charge. Contact Anita M. Weber, Assistant Archivist, George C. Marshall Foundation, P.O. Box 1600, Lexington, VA 24450.

* *

The Fall 1985 issue of Occupational Outlook Quarterly featured a lengthy article on archivists and curators (p. 18-22). Included is information on the nature of the work; working conditions ("archival work is sedentary and quiet"); employment; training, qualifications and advancement ("archivists should have good eyesight..."); job outlook ("employment of archivists and curators is expected to increase more slowly than average for all occupations through the mid-1990's"); earnings; and related occupations. In all seriousness, the article is well written and contains much useful information on all of the above topics for the would-be archivist.

* *



PEOPLE

KAREN STUART has been appointed Head Librarian of the Museum and Library of Maryland History, the Maryland Historical Society. She has served as Acting Head of the Library since July 1985.

* *

MATTHEW BORMAN has resigned as assistant archivist at the Salvation Army Archives to attend law school at New York University.

* *

SUSAN CHASE was named to head the Congressional Relations Office at the National Archives.

* *

ALICE D. SCHREYER has been named Head of Special Collections at the University of Delaware Library. Her previous positions have been with Rutgers University and the Library of Congress.

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JEAN SKIPP has been appointed Rare Book Bibliographer/Cataloger at Temple University. She was formerly Assistant Curator in the Kansas Collection, University of Kansas, and editor of The Dusty Shelf, newsletter of the Kansas City Area Archivists.

* *

GLORIA THOMPSON, formerly of the Minnesota Historical Society, has joined the staff of the Local Government Records Program at the New York State Archives. She holds the position of Senior Public Records Analyst.

* *

DEBORAH WYTHE has been named Archivist of the Brooklyn Museum. She was formerly affiliated with the Steinway Papers at the Fiorello H. LaGuardia Archives.

* *

THURSDAY, June 22, 1786.]

[Vol. I. No. 1.

Princeton Packet,

AND THE GENERAL ADVERTISER.

PRINCETON; Printed by JAMES TOD.

FOR SALE,

THAT elegantly situated HOUSE and FARM called Windsor Hall, within one mile of the College in Princeton—It contains one hundred acres strict measure—The land is fertile for every kind of grain, but more particularly adapted for grain—The house large and convenient.

The terms will be made agreeable to the purchaser.

Enquire of the printer.
June 15, 1786.

and sometimes that he is the next thing to a changeling or idiot. But when, in the positive form, we say of a man, that he is a man of plain common sense, we give him a good character, and are understood by it as affirming that there are not many superior or equal to him in that particular, as also that he possesses a quality of no inconsiderable value. It is plain that in these two ways of speaking, the term common sense stands for different things. In the first of them it signifies, that sense that is really common to all men, or at least nearly universal; in the second, it signifies either something totally different, or a degree of that sense which is not possessed by the plurality, but perhaps is called common, because it may be found in large portions of every rank. Let me now inquire a little more into the nature of common sense. It is the gift of nature, and may be clearly distinguished from what is acquir-

an evidence of it. In this instance, their fine sense was an overmatch for their common sense, and this was an evident proof of the imperfection of both.

If then fine sense does not differ essentially from their common sense, and the first is nothing more than a certain brightness or polish given to the last, it would seem as if by common sense we ought to understand the rational powers in general, and the capacity of improvement. But here we meet with a difficulty which seems to need a resolution. If common sense is nothing else but the strength of the intellectual powers taken completely, then must it be in every person in proportion to these powers: and science if it does not improve, certainly cannot diminish it. Yet there is no branch of science whatever but we find some persons capable of learning it, and frequently even of shining in it, who are not-

EMPLOYMENT OPPORTUNITIES

ASSISTANT MANUSCRIPTS LIBRARIAN, Maryland Historical Society. Duties include supervising the manuscripts reading room and assisting the Manuscripts Librarian in acquisitions, cataloging, and conservation of collections; one-quarter time position as Assistant Editor of Maryland Historical Magazine. Qualifications: M.A. in American History or related field; completion of formal archival training or two years experience; excellent writing skills. Position available July 1986. Send letter of application with resume and names of three references to Karen Stuart, Head Librarian, Maryland Historical Society, 201 West Monument Street, Baltimore, MD 21201.

* *

ASSISTANT ARCHIVIST, Philadelphia Jewish Archives Center at the Balch Institute. Archives training and experience required; minimum educational requirement - B.A. in American History, Jewish Studies, or related field. Salary: \$ 14,000 per year. Send resume to Billy G. Schwartz, Philadelphia Jewish Archives Center at the Balch Institute, 18 South Seventh Street, Philadelphia, PA 19106; telephone (215) 925-8090, extension 23.

* *

PHOTO CATALOGER. College student or graduate needed for summer internship to catalog and integrate a backlog of 2,500 photographs, consisting almost entirely of portraits and snapshots of individuals, into the permanent collection of 20,000 photos at the Center for History of Physics. We will train; experience in working with photographs a plus but not required. Accurate typing necessary, salary competitive. Position available June 1986. Contact Jean Hrichus, Librarian/Archivist, Center for History of Physics, American Institute of Physics, 335 East 45th Street, New York, NY 10017; telephone (212) 661-9404.

* *

ASSISTANT MANUSCRIPTS LIBRARIAN, American Philosophical Society. Responsibilities: to assist with processing and cataloging of manuscripts and archives, assisting researchers, and providing reference service. Qualifications: B.A. or M.A. in history or history of science, and M.L.S. degree from an ALA accredited program with concentration in administration of archives and manuscripts. Two to three years experience working in an archival or manuscript repository desirable. Knowledge of

RLIN/AMC also desirable. The American Philosophical Society is the oldest learned society in the United States; its distinguished holdings in the history of science and American culture include over 5 million manuscripts. Position available immediately. Send resumes and names, addresses, and telephone numbers of three references to: Dr. Edward C. Carter II, Librarian, American Philosophical Society, 105 South Fifth Street, Philadelphia, PA 19106-3386; telephone (215) 627-0706.

* *

The Conservation Center for Art and Historic Artifacts seeks an individual to be trained as a part-time Field Services Representative for libraries, archives, historical societies and records repositories in the greater mid-Atlantic area. The Field Services Representative will be responsible for conducting and writing conservation surveys for these institutions. Each survey includes an evaluation of environment, storage, exhibition, handling and existing preservation programs as well as recommendations for short and long term improvements. Qualifications: the applicant should have thorough working knowledge of libraries, archives and other records repositories, a strong interest in preservation, the capacity to deal sympathetically and effectively with people and the ability to write well. Previous experience in preservation, an M.L.S., and some background in art and/or art history is desired. The applicant should also have his/her own transportation. Send letter, resume, and three writing samples to Lois Olcott Price, Associate Conservator, Conservation Center for Art and Historic Artifacts, 264 South 23rd Street, Philadelphia, PA 19103; telephone (215) 545-0613.

* *

CHIEF OF RECORDS MANAGEMENT UNIT, New York City Department of Records and Information Services. The position consists largely of supervising the day to day operation of ten records analysts and additional support staff. Duties include reviewing records retention schedules and disposal lists, selecting work assignments, monitoring work projects, conducting records management seminars, training new staff, and assisting the Deputy Director on special projects. Requirements: graduate degree in records management, archives, library science or a related information field; and at least 5 years of progressively more responsible experience in a similar position. Salary: mid to upper 20's per annum. Excellent fringe benefits. Send resume to: Tyrone G. Butler, Deputy Director, Municipal Records Center, Department of Records and Information Services, 31 Chambers Street, Room 107, New York, NY 10007.

* *

Brother Denis Sennett
MARAC Secretary
Friars of the Atonement Archives
Graymoor
Garrison, NY 10524

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This newsletter was mailed
the week of April 1.



ISSN: 0738-9396

The mid-atlantic archivist (maa) is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members; to affect cooperation amongst individuals concerned with the documentation of the human experience; to enhance the exchange of information between colleagues working in the immediate regional area; to improve the professional competence of archivists, curators, of textual, audiovisual and related special research collections, and records managers; and to encourage

professional involvement of persons actively engaged in the preservation and use of all types of historical research materials. Individual yearly membership dues are \$10.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase yearly subscriptions to maa for \$10.00. Requests for back copies of maa (\$1.25 each copy) and membership applications should be addressed to: Brother Denis Sennett, MARAC Secretary, Friars of the Atonement Archives, Graymoor, Garrison, NY 10524.

Items submitted for maa publication should be typed and double-spaced. Send material to; Ronald L. Becker, Department of Special Collections and Archives, Alexander Library, Rutgers University, New Brunswick, NJ 08903; telephone (201) 494-6447 home. Deadlines are the first of March, June, September and December.

Advertising rate cards and mechanical requirements for ad copy may be obtained from: Leslie Hansen Kopp Production Editor, maa, 752 West End Avenue 17K, New York, NY 10025.

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